

# **Online Renewals for Hotel Licenses**

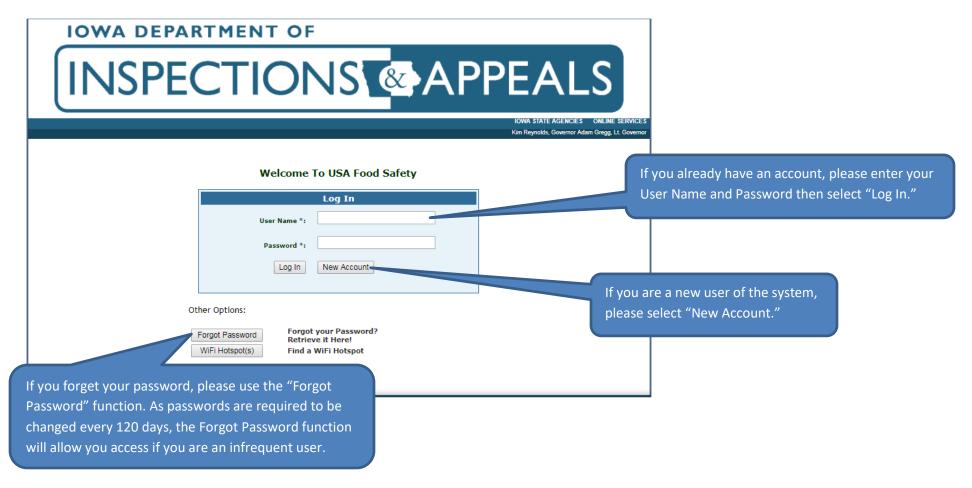
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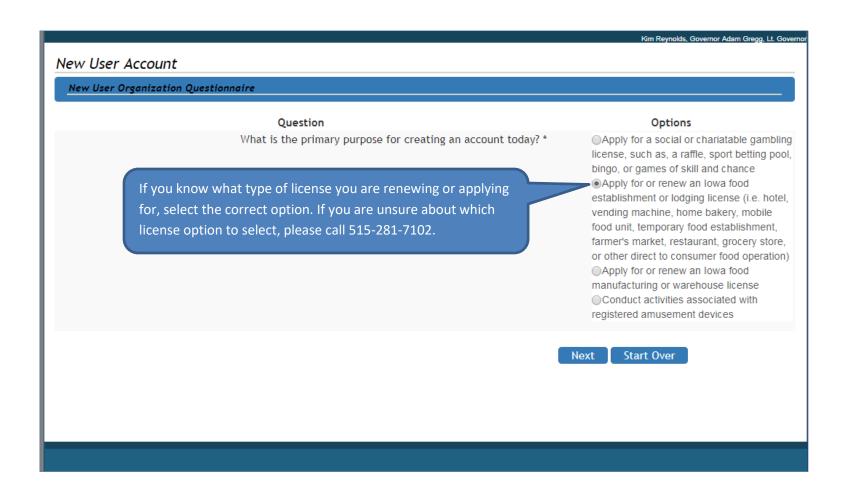
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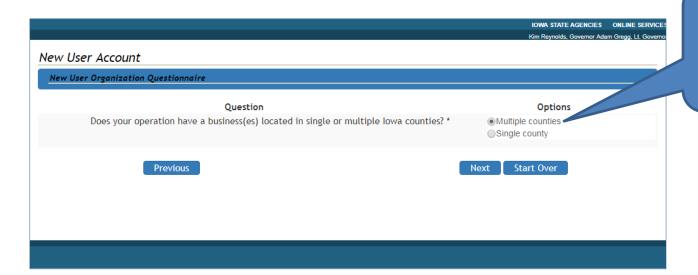
### **Creating an Account**

To access Iowa's Online Food Licensing System, please log onto the site by entering <a href="https://iowa.safefoodinspection.com">https://iowa.safefoodinspection.com</a> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

#### Log In Page:



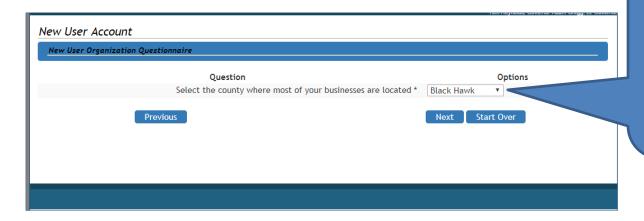




If you are operating business in multiple counties, select the "Multiple counties" option. If you need to go to the previous screen, click "Previous" or "Start Over."

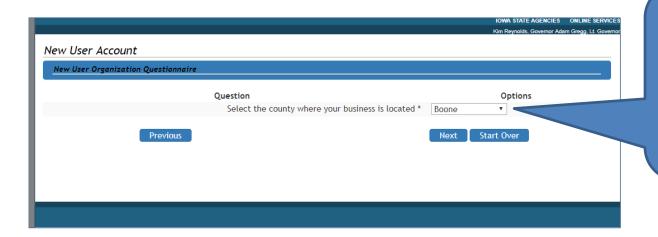
	Kim Reynolds, Governor Adam Gregg, Lt. Governor
New User Account	
New User Organization Questionnaire	
Question	Options
Does your operation have a business(es) located in single or multiple lowa counties? *	<ul><li>Multiple counties</li><li>● Single county</li></ul>
Previous	Next Start Over

If you are operating a single business in a single county, select the "Single county" option. If you need to go to the previous screen, click "Previous" or "Start Over."

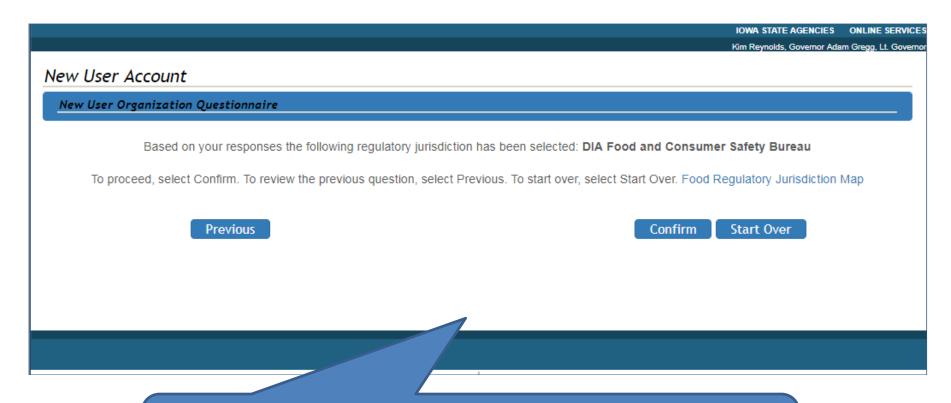


If you selected "Multiple counties," you will need to determine the county where the majority of your businesses reside.

Once you select the county from the dropdown box, click "Next." If you have a single business, click "Previous." [Please note: the "City of Dubuque" is a different option from "Dubuque County."]

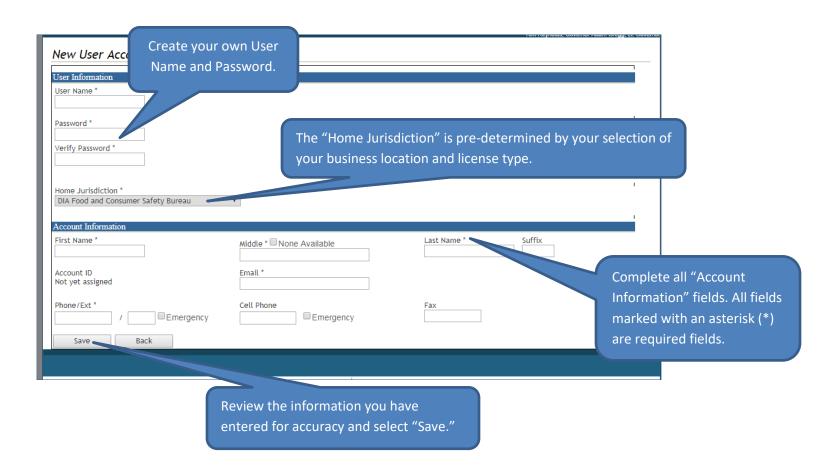


If you selected a single county, please select the county where your business is located. Once you select your county from the drop-down box, click "Next." Otherwise, select "Previous" if you have multiple businesses. [Please note: the "City of Dubuque" is a different option from "Dubuque County."]

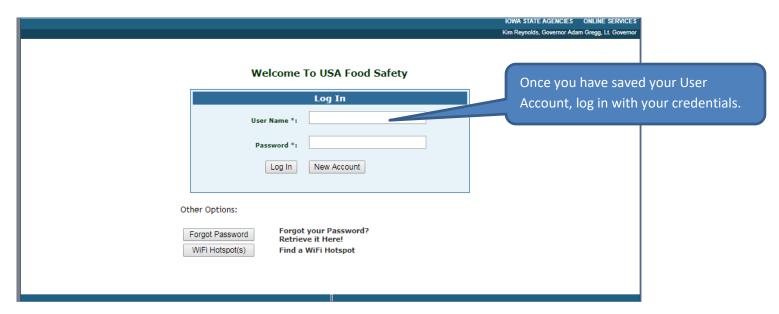


This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click "Food Regulatory Jurisdiction Map" to check the jurisdiction that has been selected. If you click the jurisdiction map, you will be taken to another page and be required to start over. Select "Confirm" to advance.

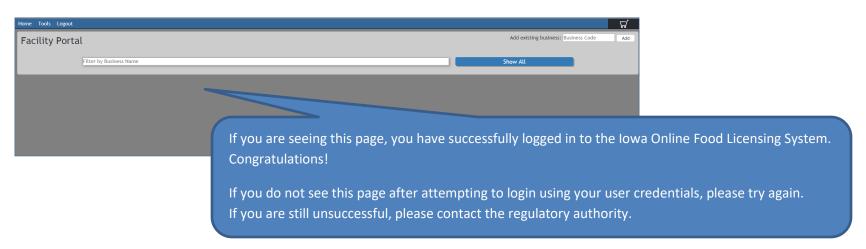
#### **Create a New User Account:**



### Log In Page:



### **Food Business Home Page:**



# Associating an Existing Food Business with a User Account

Once you have successfully logged into the lowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the license renewal application that you receive from the regulatory agency.

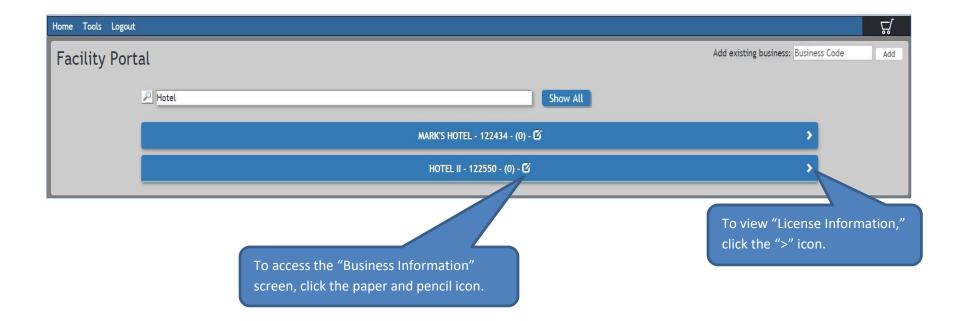
Here is an example of the top portion of the hotel license renewal application: The "Business Code" on the renewal must be entered in HOTEL LICENSE RENEWAL APPLICATION the space provided on the Date of opening: If ownership has changed, give previous owner Iowa Online Food Licensing Has ownership changed since last license issued? [] Yes [] No business name home screen. (if known) license number: MARK'S HOTEL 321 12th ST LATE PENALTIES APPLY IF LICENSE HAS Des Moines, IA 50319 EXPIRED Business Code: 3J6V-F5BD Expires: 05/01/2018 License: 154974 Enter the Business Code from the renewal form here and then select "Add." Home Tools Logout Add existing business: Business Code **Facility Portal** Filter by Business Name Show All





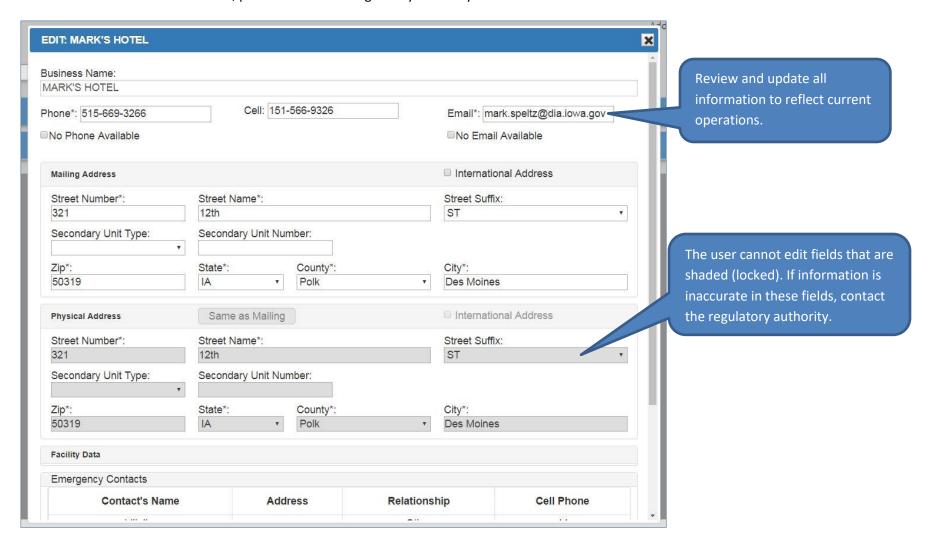
### **Reviewing and Updating Business and License Information**

Once a user has associated one or more businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: "Business Information" and "License Information." Both of these areas contain operational information about each business.

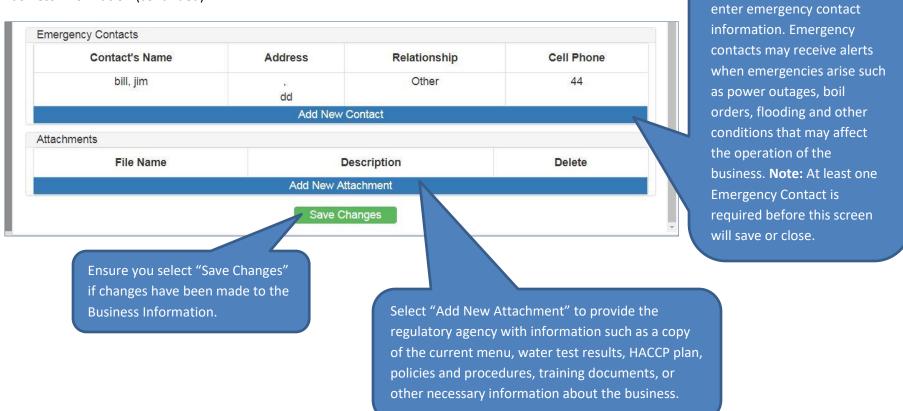


#### **Business Information:**

When the pencil and paper icon is selected, the "Edit Business Information" page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.



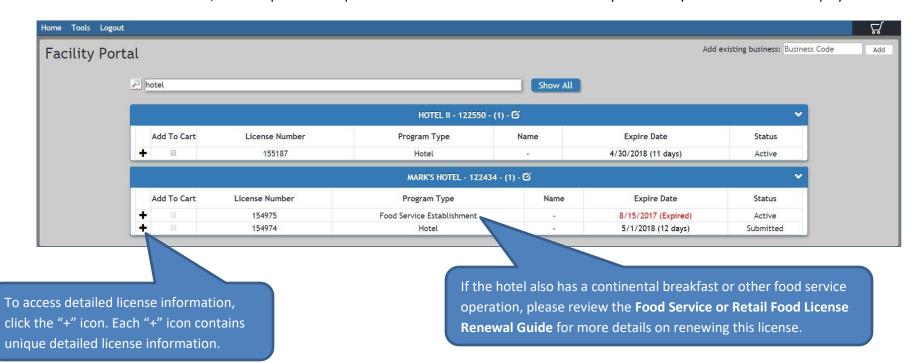
### **Business Information** (continued):



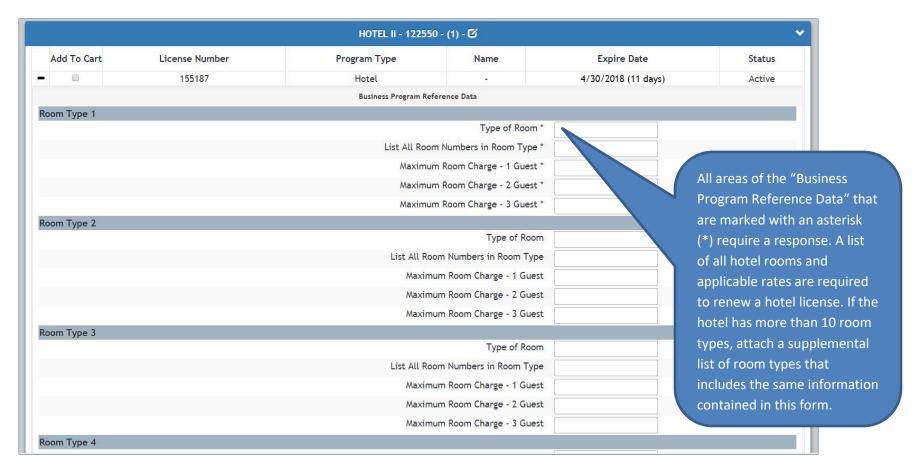
Select "Add New Contact" to

#### **License Information:**

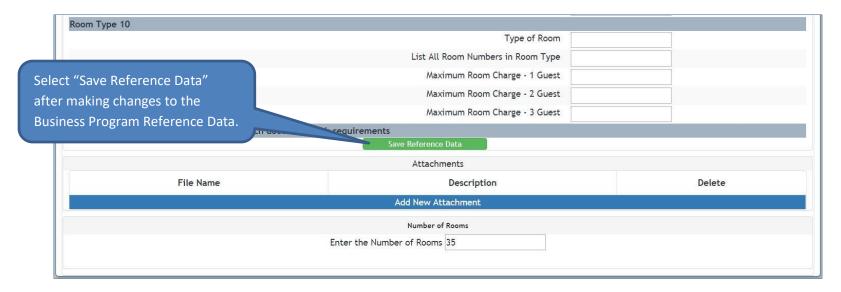
When the ">" icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.



**Detailed License Information:** The information displayed for each license will differ based on the license type.

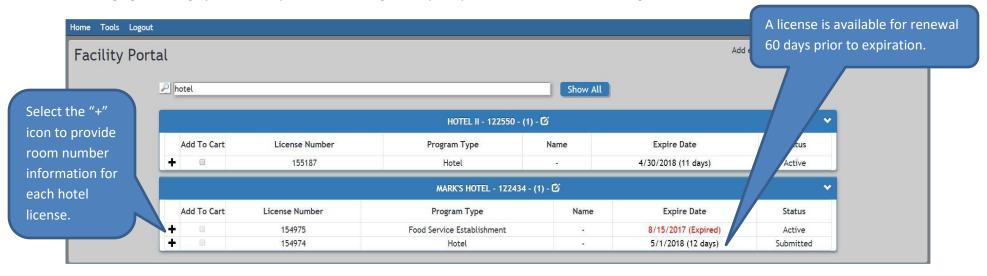


### **Detailed License Information** (continued):

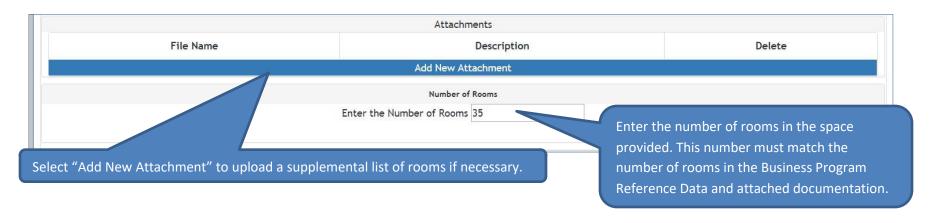


# **Paying for a Hotel License**

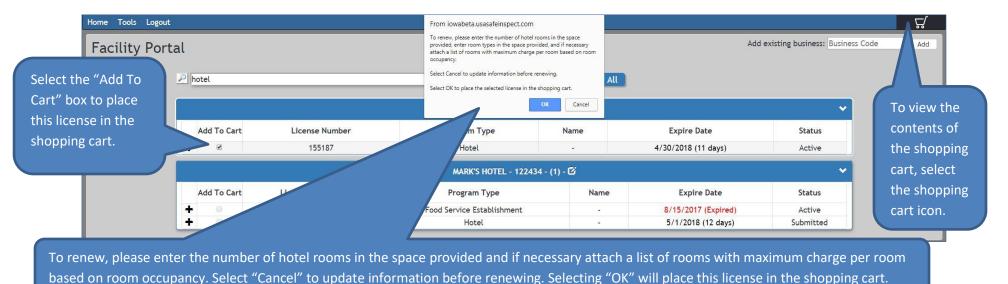
Once a user has successfully updated Business Information and License Information, hotel licenses may be renewed using the Iowa Online Food and Lodging Licensing System. The system has messages and prompts to assist a user in renewing a hotel license.



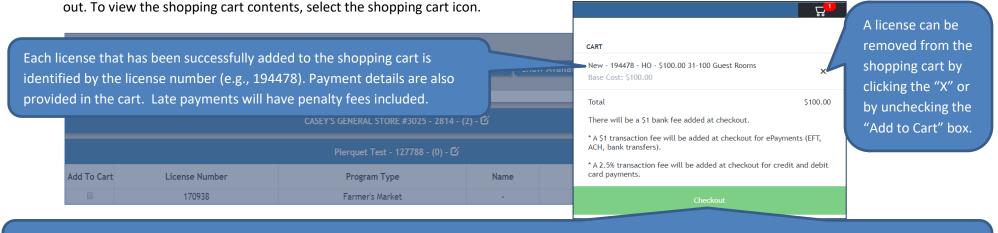
Once you have selected the "+" icon, scroll to the bottom of the expanded view and find the area labeled "Attachments."



Once the number of rooms is entered into the space provided along with any attachments, the license may be added to the shopping cart.



Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking



Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting "Checkout" will redirect the user to the lowa e-payment screen. NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the lowa Online Food and Lodging Licensing System to ensure the selected license or licenses are in a "Submitted" status. If the license you selected is not in a Submitted status, please contact the regulatory authority. **NOTE:** Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as "Active."



Licenses that are in a "Submitted" status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to "Active." Please log into the lowa Online Food and Lodging Licensing system periodically to view the status.